

# **REQUEST FOR PROPOSALS**

## **EMERGENCY SOLUTIONS GRANT** ( formerly called Emergency Shelter Grant)

**CDBG Year 38, 2012-2013**



**City of Worcester  
City Manager's Executive Office of  
Economic Development  
Neighborhood Development Division**

**Dennis E. Hennessy, Director**

**EMERGENCY SOLUTIONS GRANT  
REQUEST FOR FUNDING PROPOSALS:**

**The City is seeking proposals from qualified organizations that require funding assistance to provide services for homeless residents or those at-risk of homelessness in Worcester. Applications that are most responsive to the list of priorities below will given preference for funding.**

Emergency Solutions Grant (ESG) proposals that support one or more of the following areas of Homeless Assistance will be considered. The most responsive and advantageous applications will be those that demonstrate consistency with the City's Three Year Plan to End Homelessness in Worcester, propose a rapid re-housing approach assisting with the phase-out of the emergency shelter system for individuals, proposes emergency triage and assessment beds for individuals, and maintains and creates proposed emergency shelter programs for families.. The following activities are eligible for assistance, as further defined in the following pages:

*A) Street Outreach*

*B) Emergency Shelter beds for existing programs targeting individuals. **Funding for newly proposed shelter beds for individuals will not be considered.** Emphasis on triage and assessment beds for individuals and future emergency shelter programs for families only.*

*C) Homeless prevention activities*

*D) Rapid Re-housing*

*E) Homeless Management Information System (HMIS)*

All projects funded through the Emergency Solutions Grants (ESG) program must adhere to federal regulations Part 576 – Emergency Solutions Grants Program (final rule).

**REQUEST FOR FUNDING PROPOSALS: 7/1/12 – 6/30/13**

**EMERGENCY SOLUTIONS GRANT (ESG)**

The City Manager's Executive Office of Economic Development, Neighborhood Development Division is accepting applications from all eligible organizations wishing to be considered for funding through the ESG Program. Please adhere to the guidelines presented throughout this package when preparing your submission.

**SUBMIT PROPOSALS TO:** Executive Office of Economic Development,  
Neighborhoods Development Division (NDD)  
City Hall  
455 Main Street – Room 402  
Worcester, MA 01608  
Dennis E. Hennessy, Director

**RFP INFO CONTACT:** Anthony Miloski, Public Services Director  
508-799-1400 x 227 (tel.) / 508-799-1406 (fax)  
e-mail: [miloskia@worcesterma.gov](mailto:miloskia@worcesterma.gov)

**DUE DATE:** Thursday, February 23, 2012 - 5:00 P.M.

**NUMBER OF COPIES:** 1 original, bound or stapled  
1 un-bound copy (no staples, plastic, etc.)

**PAGE LIMIT:** 20. Typed or printed - HAND WRITTEN APPLICATIONS  
WILL NOT BE ACCEPTED

**FUNDING DECISIONS:** Recommendations submitted to City Council in April 2012

Funding decisions will be based on proposals which address community development needs identified and updated through the City's 2010-2015 Consolidated Plan and Year 38 Goals & Objectives, subject to the availability of funds. Funding recommendations will be submitted by the City to the Dept. of Housing & Urban Development (HUD) in May, 2012. Approved programs will commence July 1, 2012.

If you have questions or need assistance with regard to the application process or have concerns relative to the needs of non-English speaking or handicapped persons please contact Anthony Miloski at NDD, 508-799-1400 X 227. Information and technical assistance will be provided to groups that represent persons of low and moderate income.

**EMERGENCY SOLUTIONS GRANT (ESG): 7/1/12-6/30/13**

**REQUEST FOR FUNDING PROPOSAL – COVER SHEET**

***(Please submit as first page of your request)***

(a.) Applicant organization name: \_\_\_\_\_

(b.) Program Name: \_\_\_\_\_

(c.) Contact Person: \_\_\_\_\_

(d.) Address: \_\_\_\_\_

(e.) Tel. # / Fax #: \_\_\_\_\_

(f.) E-mail: \_\_\_\_\_

(g.) Amount Requested 7/1/12 – 6/30/13: \_\_\_\_\_

(h.) Amount of Current ESG Contract for  
this program, if funded, 7/1/11 - 6/30/12: \_\_\_\_\_

(i.) Summary Statement of Proposed Use of Funds (3 lines only):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(j.) State Specific Reason for Increase or Decrease in funds requested, if applicable  
for this service compared to current contract, (3 lines only):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(k.) Program / Project category (check all that apply)

\_\_\_\_ Street Outreach    \_\_\_\_ Emergency Shelter    \_\_\_\_ Homelessness Prevention  
\_\_\_\_ Rapid Re-housing    \_\_\_\_ HMIS

**ESG RFP for 2012-2013**

**Section I - Minimum Eligibility Criteria**

**All applications must provide a narrative which addresses the elements (a. – c.) listed below.**

**(a.) Activities funded through the Emergency Solutions Grant (ESG) must qualify under AT-LEAST one of the following five areas:**

**1. Street Outreach** by providing essential services necessary to reach out to unsheltered homeless people; connect them with emergency shelter, housing, or critical services; and provide urgent, non facility-based care to unsheltered homeless people who are unwilling or unable to access emergency shelter, housing, or an appropriate health facility. Eligible Street Outreach activities (in accordance with federal regulations Part 576 Emergency Solutions Grants Programs, Subpart B) include:

- Engagement
- Case management
- Emergency health services
- Emergency mental health services
- Transportation
- Services for special populations
  - Homeless youth
  - Victim services
  - People living with HIV/AIDS

**2. Emergency Shelter** by providing essential services under existing programs for homeless families and individuals, operational costs and renovations for existing emergency shelters and triage/assessment programs. Eligible Emergency Shelter activities (in accordance with federal regulations Part 576 Emergency Solutions Grants Programs, Subpart B) include:

Essential services:

- Case management
- Child care
- Education services
- Employment assistance and job training
- Outpatient health services
- Legal services
- Life skills training
- Mental health services
- Transportation

Renovation:

Including labor, materials, tools, and other costs for renovations (including major rehabilitation of an emergency shelter or conversion of a building into an emergency shelter). The emergency shelter must be owned by a government entity or private nonprofit organization.

Shelter operations:

Cost of maintenance (including minor or routine repairs), rent, security, fuel, equipment, insurance, utilities, food furnishings, and supplies necessary for the operation of an emergency shelter. Where no appropriate emergency shelter is available for a homeless family or individual, eligible costs may also include a hotel or motel voucher for that family or individual.

Assistance required under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA).

Including relocation payments and other assistance to persons displaced with ESG funds.

**(3) Homelessness Prevention** by providing housing relocation and stabilization services and short- and/or medium- term rental assistance necessary to prevent an individual or family from moving into an emergency shelter. Eligible Homelessness Prevention activities (in accordance with federal regulations Part 576 Emergency Solutions Grants Programs, Subpart B) include:

Financial assistance costs:

- Rental application fees
- Security deposits
- Last month's rent
- Utility deposits
- Utility payments
- Moving costs

Service costs:

- Housing search and placement
- Housing stability case management
- Mediation
- Legal services
- Credit repair

Short-term and medium-term rental assistance:

**(4) Rapid Re-housing Assistance** by providing housing relocation and stabilization services and short- and/or medium- term rental assistance necessary to help a homeless individual or family move as quickly as possible into permanent housing and achieve stability in that housing. Eligible Rapid Re-housing Assistance activities (in accordance with federal regulations Part 576 Emergency Solutions Grants Programs, Subpart B) include:

Financial assistance costs:

- Rental application fees
- Security deposits
- Last month's rent
- Utility deposits
- Utility payments
- Moving costs

Service costs:

- Housing search and placement
- Housing stability case management
- Mediation
- Legal services
- Credit repair

Short-term and medium-term rental assistance:

**(5) Homeless Management Information Services (HMIS)** by paying the costs of recipients or subrecipients contributing data to the HMIS designated by the Continuum of Care for the area. Eligible HMIS activities (in accordance with federal regulations Part 576 Emergency Solutions Grants Programs, Subpart B) include:

Recipient or sub recipient costs:

- Purchasing or leasing computer hardware
- Purchasing or leasing computer software or software licenses
- Purchasing or leasing equipment, including telephones, fax machines, and furniture
- Obtaining technical support
- Leasing office space
- Payment charges for electricity, gas, water, phone service, and high-speed data transmission necessary to operate or contribute data to the HMIS
- Paying salaries for operating HMIS, including: completing data entry; monitoring and reviewing data quality; completing data analysis; reporting to the HMIS Lead; training staff on using HMIS or comparable database; and implementing and complying with HMIS requirements.
- Paying costs of staff to travel to and attend HUD-sponsored and HUD approved training on HMIS and programs authorized by Title IV of the McKinney-Vento Homeless Assistance Act.
- Paying staff travel costs to conduct intake
- Paying participation fees charged by the HMIS Lead

Lead Agency costs:

- Hosting and maintaining HMIS software or data
- Backing up, recovering, or repairing HMIS software or data
- Upgrading, customizing, and enhancing the HMIS
- Integrating and warehousing data including development of a data warehouse for use in aggregating data from sub recipients using multiple software systems
- Administering the system
- Reporting to providers, the Continuum of Care, and HUD
- Conducting training on using the system or a comparable database, including traveling to the training..

Victim services providers or legal services providers:

- May use ESG funds to establish and operate a comparable database that collects client-level data over time (i.e., longitudinal data) and generates unduplicated aggregate reports based on the data.

**(b.) Ineligible Activities under the Homeless Emergency Solutions Grants (ESG) -**

Acquisition or new construction of an emergency shelter for the homeless; renovation, rehabilitation, or conversion of structures used exclusively for religious purposes or which will otherwise promote religious interests except through the creation or utilization of a wholly secular entity.

**(c.) Funding Pre-requisites -**

1. Funded applicants must agree to attend a technical assistance workshop.
2. All applicants must document in their application, the capacity to operate their programs for up to 12 weeks (from July 1, 2012) in lieu of ESG grant funds, or until said grant reimbursement funds become available for distribution.
3. All applicants must identify alternative funding sources, if any, which could be utilized in the event that ESG funds are reduced at the federal level. A statement of impact on the services to be provided by the applicant must also be included in the event that federal funds are reduced or terminated.
4. All applicants must demonstrate in their applications the necessary staff capacity and expertise (including specific skills, qualifications and experience of ESG funded staff specialists including bilingual abilities, certifications, trainings, etc) to implement the proposed activities, including financial and program management, in accordance with HUD and the Office of Management and Budget requirements. Attach resumes of ESG funded direct line staff and program managers.

**(d.) Required Documentation -**

All applicants are required by federal regulations to provide the following information upon submission of their funding request (unless otherwise noted):

1. Table of Organization
2. Cost Allocation Plan which shows the distribution and indicates the amount from all funding sources for persons whose positions are funded through ESG and other sources.
3. For agencies which hire the services of consultants and/or contract workers:
  - a. Job description and responsibilities of the position proposed
  - b. Proposed method of procurement for consultant/contractor
  - c. Cost Allocation Plan for proposed consultant/contractor position if funded across programs or from multiple funding sources
4. Most recent Annual Financial Report (with auditor's certificate)
5. List of current board members and board officers
6. Certificate of Authority (to be submitted after funding is allocated & attached to contract)
7. Tax Certification (to be submitted after funds are allocated & attached to contract)
8. Evidence of insurance coverage in effect for the full term of the proposed Contract for Services as follows (to be submitted after funding is allocated & attached to contract):
  - a. Protection relative to damages resulting from fire, fraud, theft, casualty, extended liability, for property purchased with federal, state or City funds and for the Protection of the contractor's employees, it's invitees, clients/customers and agents.
  - b. Commercial/general liability
  - c. Performance and payment bonds as applicable.

**Coverage shall be on an occurrence basis, with the exception of Workman's Compensation. The City of Worcester shall be named as an additional insured to the insurance policy for successful applicants at the time of contract execution.**



## Section II - Comparative Criteria

Upon satisfying minimum eligibility criteria, each application will be scrutinized according to a series of comparative criteria.

1. **Long-Term Strategies** – Provide the following to support your proposal:

- a. Mission Statement
  - b. Goals & Specific Objectives (clearly defined)
  - c. Show how your proposal correlates with the below listed priority goals and objectives
- Provide pro-active intervention and referral services focused on targeted, at risk families, single persons and youth.
  - Provide measurable, outcome-based counseling and case management services that encourage and promote self sufficiency and strengthen the safety net for families and individuals in crisis or at risk
  - Homeless prevention and intervention services
  - Regional development of SRO units in support of local homelessness initiatives
  - Assistance and prevention (e.g., security deposit assistance, rental and utility assistance)
  - Youth Homelessness
  - Support services (e.g., mental health services, drug abuse prevention and education and other essential services in support of homeless assistance and prevention programs
  - Renovation, rehabilitation or conversion of buildings in support of the Worcester Housing First model.
  - Support services for street populations
  - Eviction prevention assistance
  - Encourage collaborations and linkages between homeless, housing and other mainstream housing systems such as the housing authority, community development corporations, continuum of care homeless prevention programs
  - Maintain support for existing facilities and institutions that assist homeless populations.

**2. Program Effectiveness** – Demonstrate your program’s ability to deliver an effective and efficient program over time. Provide any additional evidence of effectiveness of your program, such as the how this service collaborates with other services offered by your agency or other community services in order to address the needs of clientele in a holistic manner. List the measurable outcomes that will result from your proposed activities for each goal so that program participants will have access to a new or improved service, or have improved access to an existing service/benefit. For example, how will your agency services improve a client’s access to mainstream resources (such as SNAP, SSI, workforce training, TANF, Fuel Assistance, USDA supplemental food, VITA free tax preparation, asset development, financial literacy, etc.) that increase household income, access to health care, or other resources that provide household stability, lessen reliance on public subsidies, improve economic sufficiency or strengthen self-reliance skills. List service(s), outcomes and performance measures on attached Form 1 along with estimated number of **unduplicated** clients that will benefit.

**3. Community Outreach** – Describe outreach methods to program target populations, with emphasis on the provision of outreach services to low and moderate income populations. Document community outreach efforts including time spent with targeted populations both on-site and out in the neighborhoods, and specific actions taken to enhance outreach to underserved and isolated segments of the population that typically don’t participate in your programs or services. Include hours of operation and number of staff (full-time, part-time) assigned to each site, including satellite sites. Indicate your primary service area, using defined boundaries such as census tracts, neighborhoods, or streets even if you occasionally serve residents from outside the area. Provide written guaranty that all targeted clientele will have routine access to proposed services.

**4. Avoids Duplication** – Demonstrate how the proposal does not duplicate existing programs.

**5. Demonstrate Linkages** – Submit memoranda of understanding, contacts or letters of support with other agencies that collaborate with this program in order to provide individuals with more comprehensive access and participation in services. Listing partners is not adequate.

**6. Leverage of Funds** - Document your program’s ability to supplement ESG funding requested with additional funding sources or resources. The relationship of said alternate funding to CDBG funds requested must be clearly demonstrated. Provide the sources of funds that are secured, amounts and how these funds will be used on the Budget Sheets. Also describe your plans to seek new funding including the sources to which you have or will apply, the amounts sought and the proposed use of funds. If using donated goods and services, estimate the value and describe how you calculated these amounts. **The most advantageous proposals will provide documented leveraging of additional sources of funds.**

### Section III – Proposal Format & Forms

**Please adhere to the guidelines presented throughout this package when preparing your submission.**

1. The following forms must be completed for each proposed project that addresses one of the RFP categories.
  - (a.) Cover Sheet
  - (b.) Attachment A – Projected Services Units, unduplicated clients, outcomes & performance measures
  - (c.) Current (7/1/11 - 6/30/12) / Proposed Program Budget forms (7/1/12 - 6/30/13) : **Not attached, separate file on DND Web Page.**
  - (d.) ESG Beneficiaries Form (Attachment B) for services to homeless and at-risk of homelessness clients.

## ATTACHMENT A

PROJECTED SERVICES: 7/1/12 - 6/30/13				
Service to be rendered	Projected # of units of service	Projected # of clients unduplicated	Expected Outcome	Performance Measure

## ATTACHMENT B

<b>ESG BENEFICIARIES FORM (7/1/12 - 6/30/13)</b>		
<b>PROJECT TITLE:</b>		
<b>AGENCY:</b>		
<b><u>Projected</u> NON-RESIDENTIAL SERVICES</b>		
Average number served <u>daily</u> :	Average number served <u>yearly</u> :	Yearly <u>Unduplicated</u> :
<b><u>Projected</u> RESIDENTIAL SERVICES</b>		
Average number served <u>daily</u> :	Adults:	Children:
Average number served <u>yearly</u> :	Adults:	Children:
<u>Unduplicated (yearly)</u> :	Adults:	Children:
Enter approximate percentages of Unaccompanied 18 & over:	Male:            %	Female:        %
Unaccompanied under 18:	Male:            %	Female:        %
Families with children headed by	Single Male 18 & over:    %	Single Female 18 & over:    %
	Two Parents 18 & over:    %	Two Parents under 18:    %
	Youth 18 & under:            %	
Families with no children:            %		
<b>On an average day, percentage of the population served who are:</b> Total may exceed 100% due to multiple documented conditions		
Battered Spouse:        %	Runaway/Throwaway youth:        %	
Chronically Mentally Ill:    %	Developmentally Disabled:        %	
HIV/Aids:                %	Alcohol Dependent Individuals:        %	
Drug Dependent Individuals:    %	Elderly:                    %	
Veterans:                %	Physically Disabled:                %	
Chronically Homeless:        %		